

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
Departments and Agencies

DATE: July 21, 2000

FROM: Robert A. Poll, State Controller

SUBJECT: AUTOMATED PAYROLL ATTENDANCE REPORT CERTIFICATE

Several years ago we introduced the electronic payroll system, which hopefully has produced a smoother payroll process for all involved. As part of that process, and considering that we eliminated a lot of paper, we instituted the "Automated Payroll Attendance Report Certificate". The intent of this document was to have each Authorized Agent validate that the electronic information, which has been transferred to our office for that particular pay period, is proper according to the payroll and personnel procedures.

The State Auditor General's Office has recently reviewed our procedures and receipt of these certificates for recent pay periods. They discovered that several agencies have been delinquent in producing this document in a timely manner. A timely manner is defined as the Certificate having been received in this office at the time the electronic transfer is activated.

Beginning with the payroll to be submitted on July 31, 2000, our office will require that the Certificate arrive in our office on or before Noon on the Thursday prior to payday. If the certificate is NOT received by Thursday, this office will HOLD the payroll account of the Agency CEO until such time that the Central Payroll Office receives the Certificate.

Any questions can be directed to me at 222-6730.

/hh
CPO:01-02